

# University of Houston – Clear Lake

## Position Description

Job Title: **Facilities Scheduling Coordinator**

Job Code: **3288**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School diploma.	Bachelor's degree and one year administrative experience or equivalent combination of education and recent related experience in scheduling.
Experience	Three to five years experience using mainframe or PC automated systems.	Prefer supervisory experience or experience working in a scheduling or space planning facility, especially university related. Prefer CAD experience for floor plan updates.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Assures the oversight, coordination, and accomplishment of event and class scheduling for the University. Responsible for solid turn-key, detailed oriented planning and implementation of high profile seminars, conferences, meetings, and events. Accomplishes state reporting requirements relating to space inventory and utilization. Coordinates production of building directories and room numbering for signage and the coordinating board report. Audits and validates the assigned and gross square foot values for university buildings and assures proper room use and assignment codes. Is space utilization manager. Coordinates all real estate activities, including management of easement contracts, deed covenants, and leased property.**

Duties and responsibilities

% Time

Manages the University's master calendar class and events schedule. Assists with class scheduling, revisions, problem resolution, registration, review of the finals schedule and coordination of all large community and university events. Approves fees and setups, schedules overtime and signs timesheets and reconciles space planning and utilization.	25
Primary coordinator for larger events of a high profile nature requiring detail-oriented planning and implementation.	20
Maintains accurate records of the facilities inventory for State reporting to the Texas Higher Education Coordinating Board via the Facilities and State Planning (FAP) program.	20
Coordinates the CBM005 reports reflecting utilization of classroom and laboratory space and submits information to the student information and records systems (SIRS). Acknowledges the receipt and correction or errors report by the Coordinating Board by resubmitting data.	15
Coordinate the production of building guide maps, lighted directories, and signage of room numbers and personnel.	10

Measure and verify the accuracy of measurements related to renovations for Coordinating Board reports. Responsible for validating the accounting distribution of event income. Coordinates existing and proposed easement contracts and manages all leased property. Verify all property acreage. Prepares bi-yearly report to Department of Education on donated property. Other duties as assigned.	10
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***This position description describes the general qualifications, duties and responsibilities of work being performed.***